





dravet CANADA Walk for the Kids

GUIDELINES for the EVENT HOST

Thank you for your interest in hosting a **dravet CANADA** Walk for the Kids. We are excited to help you in the planning stages; please follow the guidelines below.

Guidelines for the Event Host

1. Each Walk host is responsible for all aspects of their Walk event. This event host will be the liaison with the charity.
2. All **dravet CANADA** Walk for the Kids events must be Board approved. The host for each Walk event must submit an application to the charity (info@dravet.ca) at least 60 days prior to the Walk date. This application must include: name of event organizer and contact email, date, time, location, and a brief description of the event activities. Once Board approved, **dravet CANADA** will list the event on our official Walk for the Kids website.
3. All registrations must go through the Blackbaud online site and can be done right up until the Walk day. Any registrations that take place on the Walk day must be entered on the Blackbaud online site by the Walk host within 30 days of the Walk event.
4. All net profits of the Walk will be allocated to the **dravet CANADA** Research Grant Award fund. E-transfers and cheques will be accepted once all net proceeds have been entered on our Blackbaud online site by the Walk host.
5. **dravet CANADA** is not responsible for any out of pocket expenses you may incur. A "Walk Event Expense/Reimbursement" form must be submitted to the charity (info@dravet.ca) within 30 days of the event. This form will indicate gross vs net profits by listing all out of pocket expenses (examples: entertainment, food, equipment, hall rentals, etc.) and all monies collected from Walk activities (examples: silent auction, face painting, BBQ, bake sale, raffles, etc.). Please note that all registration monies cannot be used to pay for any out of pocket expenses.
6. All art work associated with the Walk must be Board approved using our colours, font and logo (vertical version  **dravet CANADA** or stacked version  as shown). You are encouraged to take ownership of your event when creating your artwork, signage and advertisements, but please remember that the **dravet CANADA** logo must appear on all work.
7. All t-shirts for the Walk will be ordered from a central location, and will be shipped to the Walk host's address by the printing company. T-shirt orders will be finalized 14 days prior to the event and no extra t-shirts will be ordered once this deadline has passed. Late registrants, who miss the T-shirt order deadline, will not receive a current Walk t-shirt, but are encouraged to show support by wearing previous a Walk t-shirt or a purple t-shirt.
8. You are encouraged to share your Walk memories by submitting and posting pictures and/or video. In doing so, you are giving **dravet CANADA** permission to use these on our social media and website.

Thank you for your enthusiasm and support. We wish you a successful event, supporting research in the fight against Dravet Syndrome.

Disclaimer: **dravet CANADA** reserves the right to withdraw support from any event that does not meet these Guidelines.

February, 2018